



### Commercial Application Form

- You will be contacted as soon as practicable in regard to the status of your application. This agency is not obliged to provide a reason for any application that is unsuccessful.
- By signing this form, you acknowledge that you have read and understood the above and that all information provided in this application is true and correct and also agree that the agent is permitted to make independent reference and credit checks in regard to this application.

Today's Date: .....

Property Address: .....

Proposed Commencement Date: .....

Name of Occupier/Business: .....

Intended Use: .....

Solicitor: .....

#### Company Details:

Company Name: .....

Company Address: .....

Registered Office: .....

Company Phone: ..... Company Fax: .....

Company Email: .....

ABN: ..... ACN: .....

#### Director/s and/or Personal Details: (full names and details must be provided)

Full Name: .....

Personal Address: .....

Date of Birth: ..... Drivers Licence / Passport Number: .....

Mobile: ..... Work Phone: ..... Business Phone: .....

Email: .....

Next of Kin: ..... Address: .....

Mobile: ..... Work Phone: ..... Business Phone: .....

Full Name: .....

Personal Address: .....

Date of Birth: ..... Drivers Licence / Passport Number: .....

Mobile: ..... Work Phone: ..... Business Phone: .....

Email: .....

Next of Kin: ..... Address: .....

Mobile: ..... Work Phone: ..... Business Phone: .....

## Rental/Ownership History

Current Address: .....

Please tick appropriate:      Renting through an Agent       Private Rental

Current Landlord/Agent: .....

Phone: .....      Period of Occupancy: .....

## Trade References: (Accountant and Businesses you have an account with)

1. Business Name: .....      Phone: .....

Address: .....      Phone:.....

2. Business Name: .....      Phone:.....

Address: .....      Phone:.....

3. Business Name: .....      Phone:.....

Address: .....      Phone:.....

## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

**L. J COLQUHOUN DIXON Commercial Real Estate**

576 Kiewa Street, Albury NSW 2640

Ph: 02 6055 0000 Fax: 02 6021 7672

Email: [enquiries@ljdixon.com.au](mailto:enquiries@ljdixon.com.au)

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above mentioned numbers or address.

### **Primary Purpose**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor/Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details
- Referee to validate information supplied in your application

### **Secondary Purpose**

During and after the tenancy we may need to disclose your personal information to

- Trades people to contact you for repairs and maintenance of the property
- Refer to the Lessors / Owners insurer in the event of an insurance claim
- To provide future rental references to other asset managers / owners

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

Signed by the Applicant:

.....      Date: ..... / ..... / .....

Signature

Full Name

Signed by the Applicant:

.....      Date: ..... / ..... / .....

Signature

Full Name